

Logan Front Office Secretary/Receptionist, Part-time Job Description

Department: Administration

Location: Logan office; not remote

Compensation: \$15.50 – 17.00 hourly

Benefits: Non-benefitted position

Employment Type: Part-Time (15-20 hours weekly)

Work Schedule

Generally, 3 days per week, Monday, Wednesday, Friday; 4-6 hours per day, during 9:00 am – 3:00 pm. Saturday shifts as needed during tax season and fall deadline periods.

General Description

Under the general supervision of the Managing Partner and in coordination with the front office team, provide clerical and secretarial support for the Logan office.

Minimum Qualifications (Education and Experience)

Completion of high school or GED plus at least two (2) years of office related experience.

OR

Successful completion of one (1) year of study above the high school level in a resident business or secretarial school, junior college or college and one (1) year of related experience.

Minimum Qualifications (Necessary Knowledge, Skills and Abilities)

Must:

- Have excellent written, verbal, and public communication skills.
- Have efficient and detailed organizational skills.
- Possess proficient skills in Microsoft Office including MS Word, Excel, and Outlook. Experience with QuickBooks a plus.
- Understand and follow instructions.
- Be able to manage multiple tasks simultaneously.
- Be able to work independently on a day-to-day basis.
- Work quickly and accurately to meet deadlines.
- Have excellent interpersonal skills and maintain cooperative working relationships with clients, co-workers, administrators, and business partners.
- Interact professionally with the clients and staff.
- Be able to keyboard accurately at a minimum rate of 40 wpm.
- Follow office policies and procedures.
- Maintain confidentiality of all records and information.
- Skilled at answering multiple phone lines, transferring calls, and making internal announcements with professional telephone etiquette.

Special Qualifications

Must:

- Be able to pass a full pre-employment background check.
- Possess or be able to obtain a valid Utah Driver License.
- Be able to provide your own transportation for running firm errands as needed.
- Be able to lift 30 pounds and be able to perform strenuous activities requiring flexibility and stamina, and overall general good health.
- Have a flexible schedule.
- Available for work on 5-7 Saturdays each year during the busy tax preparation periods *(March through mid-April and mid-September through mid-October)*.

Summary of Duties

- Assist the front office team with the day-to-day operations of the front office area.
- Perform general office duties such as data entry, greeting/assisting clients, scheduling appointments and conference rooms, collecting payments, and preparing office mailings.
- Responsible for picking up and delivering mail from the post office, performing occasional errands (including bank deposits), and sorting and distributing incoming mail to appropriate recipients.
- Perform filing, faxing, scanning, and creation of daily reports.
- Answer multi-line phones, respond to inquiries, and direct calls to appropriate staff.
- Maintain records and files according to standard operating procedures. Scan and create digital records for filing.
- Assist with the preparation of tax returns and reports.
- Prepare Financial Reports.
- Assist with CPA license renewals in coordination with the front office team.
- Track and manage CPE compliance for all licensed CPAs using designated tracking systems; prepare and distribute quarterly CPE reports.
- Attend all relevant training.
- Attend firm meetings and assist with preparing conference rooms and ordering food and meals as requested.
- Perform other duties as assigned.